

**Jefferson County Library District
Board of Trustees - Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, February 10, 2026**

CALL TO ORDER: Chair Vickie Norris called the meeting to order at 4:00 P.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Lisa Brandes, Vickie Norris, and George Sibley; Library Director Annie Scott; Library staff members Monica le Roux, Mary Coté, M.J. Baker Scott, Maxine Seran, and Kristin Hill; guest Tom Foden, Apollo Solutions Group; Friends President Dale Hagen; members of the public Lee-Alison Sibley in person; and via Zoom, Laura (no last name), David Griffiths, and Zoe Durham.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

APPROVE/AMEND:

Agenda: George Sibley moved to approve the agenda as written. Michael Kubec seconded the motion and the motion carried.

Minutes of January 14th regular meeting: Michael Kubec moved to approve the minutes of the January 14th regular meeting as amended. Joan Chapdelaine seconded the motion and the motion carried.

Library Director Annie Scott introduced the new Head of Operations, M.J. Baker Scott, Library Specialists (Bookmobile Drivers) Kristin Hill and Maxine Seran, and Trustees and Friends President Dale Hagen introduced themselves. Chair Vickie Norris thanked Kristin and Maxine for attending.

BOARD EDUCATION:

Tom Foden, Apollo Solutions Group (LED Project Development/RFP): Tom Foden shared a handout and reviewed some highlights including their excellent safety rating. Tom described the ways the project would improve the facilities, the cost and savings, and the organization TIPS, a national public purchasing cooperative which eliminates the need for an RFP. The project will take 2 weeks to complete on site. Trustees will address this topic at the next meeting with input from the Friends about their financial support.

[Tom Foden left the regular meeting at 4:13 P.M.]

CHAIR'S REPORT:

Chair Vickie Norris facilitated the scheduling of an April 8th Special Meeting of the Board of Trustees to interview candidates and select a new Trustee, from 9 A.M. to 12:00 P.M. in the Shold Room. Trustee Michael Kubec expressed a strong hope for representation from Quilcene. Vickie updated the Trustees and attendees about the Institute for Museum and Library Services' restored federal funding. This means federal grants to libraries can be funded. Vickie urged continued vigilance and advocacy. The Trump administration has appealed *State of Rhode Island et al. vs. Trump*.

FRIENDS OF THE LIBRARY NEWS: Friends President Dale Hagen shared news of a large 50 box donation of books and a \$1600 monetary donation.

DIRECTOR'S REPORT: (with associated discussion and actions): Annie Scott shared that this different format is to improve organizational flow of the meeting and minutes. Annie welcomes feedback.

- a. **DISCUSSION/INFORMATION: Grants Update:** No discussion
- b. **DISCUSSION/INFORMATION: Director's Workplan:** Annie Scott received further feedback from the Trustees specifically appreciating her more explicit language, a Board retreat and strategic planning, the Trustee vacancy, and development strategies, including potential legacy donors.
- c. **DISCUSSION/INFORMATION/ACTION: Fleet Update:** Annie Scott reported that the eVan refurbishment is on track. Annie mentioned staff concerns about the new cutaway style Bookmobile that had been approved by the Board. Annie shared information about a used Freightliner vehicle, very similar to the last Bookmobile. With input from Head of Operations M.J. Baker Scott, staff Kristin Hill, Maxine Seran, and Fleet Coordinator Nora Cosbey (who was not present), Trustees' questions were addressed by staff. Trustees were assured the Freightliner would fit into the garage.

Joan Chapdelaine **moved to amend the agenda to include an action item to purchase a bookmobile.** Michael Kubec **seconded the motion** and the **motion carried.**

[Maxine Seran departed the regular meeting at 4:58 P.M.]

After discussion, Lisa Brandes **moved to approve** the purchase of the used Freightliner Bookmobile, contingent upon receipt of satisfactory service records and assurance that it will not require a Commercial Driver's License to operate. Michael Kubec **seconded the motion** and the **motion carried.**

[Kristin Hill departed the regular meeting at 5:02 P.M.]

- d. **DISCUSSION/INFORMATION: Employee Update:** No discussion

FINANCIAL REPORT (with associated discussion and actions):

Revenues received for December/13th Month totaled \$51,740. Operating expenditures paid in December/13th Month were \$251,072. The total balance of funds at the end of December/13th Month was \$3,803,211. This balance includes: Board Designated Unrestricted Funds of \$2,720,823 and unemployment reserve of \$300,551.

- a. **DISCUSSION/ACTION: Annual Review of District Funds:** Head of Administrative Services Monica Le Roux reviewed District Funds with Stacie Prada at the County Treasurer's Office. Trustees urged that general funds be more regularly moved to the Local Government Investment Pool.
- c. **DISCUSSION/ACTION: RESOLUTION 26-01, Approving Rotating Checking Balance Increase:** After discussion, Michael Kubec **moved to approve** Resolution 26-01 "Approving Rotating Checking Balance Increase." Lisa Brandes **seconded the motion** and the **motion carried.**

[M.J. Baker Scott departed the regular meeting at 5:08 P.M.]

- b. **APPROVAL OF VOUCHERS:** Lisa Brandes **moved to approve** the payment of vouchers from January for \$233,402.15. George Sibley **seconded the motion** and the **motion carried**.

[Trustee George Sibley and Lee-Alison Sibley departed the regular meeting at 5:10 P.M. A short comfort break was then granted by the Chair. Chair Vickie Norris resumed the regular meeting at 5:12 P.M.]

UNFINISHED BUSINESS:

- a. **DISCUSSION/ACTION: RESOLUTION 26-02, Approving 2026 Board Meeting Dates:** Lisa Brandes **moved to approve** Resolution 26-02 "Approving Board Meeting Dates." Joan Chapdelaine **seconded the motion**, and the **motion carried**.
- b. **DISCUSSION/ACTION: Employee Handbook Revisions:** Monica le Roux addressed the edits and concerns of George Sibley and Lisa Brandes. Monica will send the updated draft to the Trustees. She asked for any final feedback. The draft will be finalized at the next Trustee meeting.

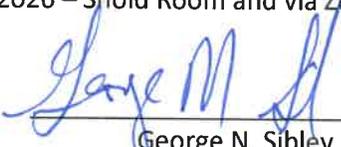
NEW BUSINESS:

- a. **DISCUSSION/ACTION: Election of Board of Trustee Officers:** Vickie Norris **moved** that the Trustees elect a slate of officers retroactively to January 2026 with all of the following succeeding themselves for another year: Vickie Norris as Chair, George Sibley as Vice Chair, and Joan Chapdelaine as Secretary. Lisa Brandes **seconded the motion** and the **motion carried**.
- b. **DISCUSSION/ACTION: Updated Trustee Handbook and Conflict of Interest:** All the Trustee Handbooks were returned, and all the Conflict of Interest forms have been completed.

COMMUNICATIONS: Two donor thank you cards were distributed.

MEETING ADJOURNED: 5:38 P.M.

NEXT MEETING: Regular Meeting – 10:00 A.M., Wed., March 11, 2026 – Shold Room and via Zoom


George N. Sibley, Vice Chair

(not present)

Joan Chapdelaine, Secretary


acting secretary
Lisa H. Brandes

